



HSS Furniture Refurbishment Program

STATEMENT OF WORK (SOW)

DATE: 1/12/05

C.1 INTRODUCTION

C.1.1 Purpose

The House Support Services is interested in awarding contracts for the repair, restoration, finishing, and upholstering of a wide variety of traditional style core furniture.

C.1.2 Background.

The Chief Administrative Officer (CAO) is one of three Officers of the U.S. House of Representatives along with the Office of the Clerk and Sergeant at Arms. The Officers, together with the Architect of the Capitol and other House offices, jointly provide a foundation of services to facilitate the work activities of the House, its Members, and staff. The current CAO organization consists of an Immediate Office and four divisions: Office of Finance and Procurement, House Information Resources (HIR), Human Resources (HR), and House Support Services (HSS).

The HSS is responsible for providing, maintaining, storing, moving, and inventorying furniture and furnishings for the House. The HSS provides maintenance for over 120,000 furniture items, including case goods, tables, chairs, and lamps. Furniture and Textiles Divisions of the Furniture Support Services (FSS) along with the Central Receiving & Warehousing and Logistics Divisions of the Operations Support Services (OSC) support these HSS functions.

HSS area of responsibility covers three House Office Buildings (Rayburn, Longworth, and Cannon), the House side of the Capitol, and one annex (Ford). Within these areas, the HSS services approximately 440 Congressional Member offices, 19 full Committee offices, 2 Select Committee offices, 2 Joint Committee offices, and approximately 2,200 to 2,500 offices using office furniture with between 8,000 and 10,000 employees occupying these suites.

House furniture inventory mainly consists of traditional style wood/veneered desks, case goods, and tables. Wood finishes are dark mahogany and walnut.

C.1.3 Scope.

The House Support Services is interested in the repair, restoration, finishing, and upholstering of a wide variety of traditional style core furniture. The Contractor shall be responsible for ensuring that the furniture is restored close to its original condition.

Contractor to provide all supplies and materials, including shipping and storage, except those listed in section C.3. All work to be performed at contractor's facilities. The contractor is responsible for the following:

- Pick up and delivery of items
- Boxes where required in tasks 3 & 4
- Meeting performance and quality control standards
- Timely turn-around of items

C.1.4 Contract Deliverables/Outcomes.

On average, HSS is required to meet the monthly demand for furniture listed in table below. HSS needs to replenish this typical inventory at the same monthly rate. Contractor must have the ability to meet or exceed average number of items listed in table.

D-5N Double Pedestal Desk: Desk with six drawers including one for hanging files, slide, and Formica top with molded wood edge. Finish: Mahogany. Dimensions 60"w x 34"d x 29 ½" h D-5 Double Pedestal Desk: Desk with six drawers including one for hanging files, slide, and Formica top and edge. Finish: Walnut. Dimensions 60"w x 34"d x 29 ½" h	17 items	Reference: (see___)
--	----------	------------------------

D-4N Single Pedestal Desk: Typing desk with Formica top and molded wood edge, four drawers, slide, and a right or left extension. Finish: Mahogany. Dimensions 60"w x 34"d x 29 ½" h. 60" x 60" with extension D-4 Single Pedestal Desk: Typing desk with Formica top and edge, four drawers, slide, and a right or left extension. Finish: Walnut. Dimensions 60"w x 34"d x 29 ½" h. 60" x 60" with extension	30 items	Reference: (see___)
D-4SP, Intern Desk: Single pedestal (right or left), Formica top, four drawers, and slide. Finish: Walnut. Dimensions: 42"w x 30"d x 29 ½" h D-4SPC, Intern Desk: Single pedestal (right or left), Formica top, four drawers, and slide. Finish: Walnut. Dimensions: 40"w x 28"d x 27" h	17 items	Reference: (see___)
T-4 Table: End Table: Finish Mahogany/Walnut. Wood veneer Top. Dimensions 24"x24"x21h.	24 items	Reference: (see___)
CT-1N Table: Coffee Table: Finish Mahogany/Walnut. Wood veneer Top. Dimensions 42"x20"x17.5h.	10 items	Reference: (see___)
T-12MN General Office Table: Finish Mahogany. Formica Top. Dimensions 36"x24"x29 ½"h	13 items	Reference: (see___)
T-12N Table: Finish Mahogany. Formica Top. Dimensions 60"x34"x29 ½"h	10 items	Reference: (see___)
T-13MN Table: Finish Mahogany. Formica Top. Dimensions 48"x20"x29 ½"h	11 items	Reference: (see___)
T-13MX Table: Finish Mahogany. Formica Top. Dimensions 32"x18"x27"h	16 items	Reference: (see___)
T-9N Table Conference Witness Table: Finish Mahogany. Formica Top. Dimensions 96"x36"x30"h	3 items	Reference: (see___)
SC-4HBN Complete Bookcase: Finish: Mahogany. Front and Back. Dimensions 48w x13d x81h.	28 items	Reference: (see___)
CA-1N Chair: Upholstery; Black and Blue Leather. Finish; Walnut. Dimensions 25w x25d, 31h.	25 items	Reference: (see___)
C-1G Chair: Upholstery; Black and Blue Leather. Finish; Walnut. Dimensions 19w x17d x 34.5h.	75 items	Reference: (see___)
S-GS2: Two Seat Sofa: Upholstery; Black and Blue Leather. Finish; Walnut. Dimensions 60w x31d x 33h.	12 items	Reference: (see___)
S-GS3: Three Seat Sofa: Upholstery; Black and Blue Leather. Finish; Walnut. Dimensions 86w x37d x 37h.	6 items	Reference: (see___)

C.2 CONTRACTOR TASKS

Task 1 – Material Handling:

- A.** Furniture shall be picked up from and delivered to the House's off-site warehouse facility at: Security-44050 Mercure Circle Dulles, VA 20166
- B.** Security's delivery hours are 8:00am to 4:00pm Monday through Friday.
- C.** 24-hour notice to security required prior to pick up or delivery.
- D.** No truck limitations at Security.
- E.** Purchase order number required on all deliveries.
- F.** For each deliverable in table (see C.1.4) please include: Estimated cycle time to Repair or refurbish individual item.

Task 2 - Repair/Restoration

The contractor is responsible for ensuring the furniture is restored close to its original condition. As a minimum; repair or restoration procedures should include but are not limited to:

1. Certain furniture items have laminate tops. The laminate is to be replaced with Wilson Art 7117T Summer Walnut or a suitable replacement, of the same type and grade, specified and approved by the House. Sound laminate surfaces may be covered over without removal of existing plastic.
2. Faulty drawer slides will be replaced by the vendor with appropriate length Accuride full extension slides.
3. Missing or damaged hardware (knobs and pulls) must be replaced with original equipment that will be supplied by HSS.
4. When necessary to replace moldings, they will be provided by HSS in random lengths.
5. Legs must be temporarily installed to insure proper fit. (Tables only)
6. Drawer locks and locking mechanisms shall be repaired or replaced by vendor with duplicate or similar quality products.
7. Glides where needed shall be replaced by vendor and shall be adjustable and of the best quality with a non-rusting, non-marking contact surface.
8. Glues and adhesives shall be used in strict accordance with the manufacturer instructions. Manufacture part # or equal / better quality PVA glue shall be used on wood parts and contact cement for plastic laminate.

Task 3 – Finishing

The contractor is responsible for ensuring the furniture is restored close to its original condition. As a minimum; repair or restoration procedures should include but are not limited to:

1. Wash item with mild detergent to remove wax, dirt, and oils.
2. Tape and cover plastic laminate to prevent damage during refinishing

process.

3. Remove and tag hardware.
4. Cover or tape off any portion not being stripped.
5. Strip portion or item in entirety as necessary. Use any trade-accepted stripper in accordance with its label.
6. Clean drawers, remove tape, and wipe with thinner to remove ink and sand if necessary to remove imperfections.
7. Remove and clean or strip breadboards if applicable (e.g., tape, tape residue, paper, ink...).
8. Fill all holes and dents with trade accepted wood filler (nitrocellulose, or acrylic-based). Allow drying in accordance to manufacturers instructions.
9. Sand new wood to 180-grit to remove scratches and defects.
10. Completely remove the House bar coded serial numbers and all foreign objects.
11. Scuff sand all existing finished areas in alignment with grain with 180-grit sandpaper. (Bookcases should be sanded and finished front and back.)
12. All wood tops must be filled with paste wood filler to assure that the pores of the wood are closed. Stains may be added to paste wood filler to achieve desired color. Follow manufacturer's instructions.
13. Stain new wood to match existing color of item (pigmented with oil based binder, pigmented with lacquer or short oil binder, pigmented with water-based binder, or pigment and dye in oil based binder) and allow to dry in accordance with manufacture's instructions.
14. Tone item if necessary to achieve uniform color (Mohawk, Belhen, or any other trade accepted toners)
15. Touch-up all filled or patched areas to match surrounding areas using trade accepted touch-up methods.
16. Spray 1st coat of finish using acceptable satin sheen finish. (We use target EM6355 Production spray lacquer.) Other acceptable finishes are nitrocellulose, pre-catalyzed nitrocellulose, and catalyzed nitrocellulose. Non-acceptable finishes include varnish, shellac, wax, polyurethane, conversion varnish, and polyesters. Follow manufacturers' instructions to assure adhesion and adequate drying time.
17. Scuff sand with 240 – 280 grit free-cut sandpaper.
18. Drawers must be sprayed inside and outside.
19. Spray 2nd coat, following manufacturer directions.
20. Check for color uniformity.
21. Touch-up any remaining blemishes; using trade accepted touch-up methods.
22. Tone if necessary.
23. Spray topcoat. Per manufacturers instructions.
24. Remove tape and paper from plastic laminate top and clean plastic laminate.
25. Rub top to satin sheen if necessary.
26. Replace hardware and drawer dividers / pencil trays.
27. Wrap case goods for shipping. (i.e. blankets)
28. Box tables with matching detached legs (see Task 2.5) for shipping.
29. Clearly mark box with type of table.

Task 4 – Upholstery

The contractor is responsible for ensuring the furniture is restored close to its original condition. As a minimum; repair or restoration procedures should include but are not limited to:

1. Remove existing decorative brass tacks when necessary
2. Remove leather/fabric cover
3. Remove existing foam and padding materials
4. All chair frames will be broken down and re-glued if necessary using trade accepted method.
5. Frames must sit square and level
6. Wash item with mild detergent to remove wax, dirt, and oils.
7. Cover or tape off any portion not being stripped.
8. Strip portion or item in entirety as necessary. Use any trade-accepted stripper in accordance with its label.
9. Fill all holes and dents with trade accepted wood filler. Allow drying in accordance to manufacturers instructions.
10. Sand new wood to remove scratches and defects.
11. Scuff sand all existing finished areas. Use care to not damage the serial number.
12. Stain new wood to match existing color of item.
13. Tone item if necessary to achieve uniform color.
14. Touch-up all filled or patched areas to match surrounding areas using trade accepted touch-up methods.
15. Spray 1st coat of finish using acceptable satin sheen finish. Follow manufacturer's instructions to assure adhesion and adequate drying time.
16. Scuff sand.
17. Spray 2nd coat, following manufacturer directions.
18. Check for color uniformity.
19. Touch-up any remaining blemishes; using trade accepted touch-up methods.
20. Tone if necessary.
21. Spray topcoat. Per manufacturers instructions.
22. Replace webbing and/or springs where necessary. Use #9 gauge zigzag springs.
23. Re-tie springs where necessary using trade-accepted twine
24. Cut foam to size as needed. Use Q-31 foam.
25. Use 5/32 jute welt with new leather material to create piping.
26. Use #9 dark natural brass decorative nails head-to-head where necessary.
27. Use cardboard to support back of chair between out back and foam.
28. Leather must match color and quality of the leather that is currently provided to the House of Representatives.
29. Box chairs for shipping.
30. Clearly mark box with type of chair.

31. Wrap sofas for shipping. (i.e. blankets)

C.3 HOUSE FURNISHED ITEMS

HSS shall provide the following: missing or damaged original hardware (Complete units of refurbishment furniture with knobs and pulls will be provided); and when necessary, molding will be provided in random lengths.